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Minneapolis College Late Registration Form

This form is used to add a new course, or to switch to a different section of the same course after the last day to register for the term, but before the late registration deadline. Please refer to the Academic Calendar for deadlines. Minneapolis College reserves the right to set a deadline after which late addition of classes will not be approved.

Directions:

1. Contact the instructor of the course you wish to take to request permission for late registration. During the late registration period, the instructor decides whether or not late registration for their course will be allowed.
2. Submit your completed form with the instructor's signature, or include proof of permission sent from the instructor's Minneapolis College email address to the Student Services Center (T.2100) or as an email attachment to registration@minneapolis.edu.
3. **Completed forms that have been signed by an instructor and are submitted by the late registration deadline will be processed automatically, unless you have a registration hold or have not met all course prerequisites.** The result of your late registration request will be sent to your Minneapolis College student email address.
4. Tuition is due upon registration. Please make payment arrangements within 1 business day of registration.

IMPORTANT: Late registration courses are not eligible for Federal Pell Grant funding.

SECTION A. Student Information and Authorization

Student ID # or StarID Campus Email (student@go.minneapolis)
Last Name First Name Middle Initial

IMPORTANT: I understand late registration requests will not be processed without the instructor's signature, or an email showing that I have obtained permission to be registered. I understand that I will not be registered if I have not signed this form, if I have a registration hold, or if I have not met all course prerequisites. By submitting a completed form, **I agree to be registered for the course requested.** I understand I must make payment arrangements within 1 day of registration and that late registrations are not eligible for Federal Pell Grant funding.

Student Signature

Date (mm/dd/yyyy)

SECTION B. Late Registration Course Information

Course to be added:

TERM	COURSE ID	DEPT	NUMBER	SECTION
<i>(ex. Spring 2015)</i>	<i>(ex. 000014)</i>	<i>(ex. ENGL)</i>	<i>(ex. 1110)</i>	<i>(ex. 01)</i>

Check here if you are changing to a different section of the same course. You will be dropped from the other section.

SECTION C. Instructor Information (please provide all information requested)

Check here if you are submitting an email to show permission in place of the instructor's signature.

I am the instructor of the section listed above and agree to allow this student into my course as a late add. If the course is full, I approve to exceed the course cap. If the course cap for the section listed above is already exceeded by two students, I understand I cannot approve an additional late registration, even if a registered student withdraws from the course after the last day to add/drop.

Instructor Signature

Date

SECTION D. Registrars Office Use Only

Registered Not registered Comments:

Date: Employee Initial: